



# SECKFORD FOUNDATION FREE SCHOOLS TRUST

## PERSON SPECIFICATION

<b>Post Title:</b>	<b>Lettings Coordinator</b>
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The following person specification outlines the key skills and experience required for this position.

The selection panel will assess each candidate against the criteria listed below expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context.

The panel will use the following assessment tools: application form; interview / assessment activities; reference and other employment checks.

Attribute	Essential	Desirable
<b>Experience:</b>		<ul style="list-style-type: none"> <li>▪ Previous experience in lettings post;</li> <li>▪ Experience in a customer-facing environment.</li> </ul>
<b>Skills, Knowledge and Abilities:</b>	<ul style="list-style-type: none"> <li>▪ Able to organise own work effectively;</li> <li>▪ Basic literacy and numeracy in order to read instructions/complete forms etc.;</li> <li>▪ Good verbal skills in order to communicate effectively.</li> </ul>	
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>▪ Punctual and reliable;</li> <li>▪ Flexible approach,</li> </ul>	
<b>Safeguarding:</b>	<ul style="list-style-type: none"> <li>▪ Evidence of a commitment to promoting the health, welfare and safeguarding of children.</li> </ul>	

The Seckford Foundation Free Schools Trust is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).